

**657—35.17(17A,272C) Service and filing of documents.**

**35.17(1)** *Filing—when required.* After the notice of hearing, all documents in a contested case proceeding shall be filed with the board.

**35.17(2)** *Filing—how made.* Filing may be made by delivering or mailing the document to the board office located at 400 S.W. Eighth Street, Suite E, Des Moines, Iowa 50309-4688. Filing may also be made by emailing the document to the email addresses identified in the notice of hearing as the appropriate email address for filing. A party electing to file a document via email is responsible for ensuring the document was received.

**35.17(3)** *Filing—when made.* A document is deemed filed at the time it is delivered to the board, delivered to an established courier service for immediate delivery to the board office, mailed by first-class mail or state interoffice mail to the board office, so long as there is proof of mailing, or emailed.

**35.17(4)** *Service—when required.* Except where otherwise provided by law, every document filed in a contested case proceeding shall be simultaneously served upon each of the parties of record to the proceeding, including the assistant attorney general representing the state. Except for an application for rehearing as provided in Iowa Code section 17A.16(2), the party filing a document is responsible for service on all parties.

**35.17(5)** *Service—how made.* Service upon a party represented by an attorney shall be made upon the attorney unless otherwise ordered. Service is made by delivery or by mailing a copy to the person’s last-known address. Service by mail is complete upon mailing, except where otherwise specifically provided by statute, rule, or order, so long as there is proof of mailing.

**35.17(6)** *Electronic service.* Service may be made upon a party or attorney by email if the person consents in writing in that case to be served in that manner. The written consent shall specify the email address for such service. The written consent may be withdrawn by written notice served on the parties or attorneys.

**35.17(7)** *Proof of mailing/emailing.* Proof of mailing/emailing includes one of the following:

- a. A legible United States Postal Service postmark on the envelope;
- b. A certificate of service;
- c. A notarized affidavit; or
- d. A certification in substantially the following form:

I certify under penalty of perjury and pursuant to the laws of Iowa that, on (date of mailing), I mailed copies of (describe document) addressed to the Iowa Board of Pharmacy, 400 S.W. Eighth Street, Suite E, Des Moines, Iowa 50309-4688, and to the names and addresses of the parties listed below by depositing the same in the United States mail, state interoffice mail, or email when permitted by 657 IAC 35.17(6).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature